

## **RESPONSIBILITIES OF EMPLOYEES**

**6432**

(No.21 May 2016)

### **Responsibility**

#### **All**

The custody and supervision of offenders is a specialized and serious undertaking. Camp staff must have a clear understanding of the principles under which all contract agencies operate. The employee must adhere to all laws governing the care and treatment of offenders and the conduct of employees while employed at a conservation camp. During emergencies, any employee must perform any service, including custodial functions, if so directed by the administrators of the conservation camp or their delegates.

## **GUIDELINES FOR RELATIONSHIPS BETWEEN STAFF AND OFFENDERS**

**6432.1**

(No.21 May 2016)

### **Responsibility**

#### **All**

All personnel closely associated with offenders, or charged with their custody or supervision will be familiar with and abide by the following guidelines and regulations:

- Do not aid or assist any offender to escape. PC §4533 and §4534.
- Do not allow or assist any offender to communicate with outsiders unless prior approval or arrangements have been made by CDCR. PC §4570; CCR Title 15, §3401.
- Do not permit former offenders or persons not associated with the conservation camp program to loiter, associate with offenders, or interfere with offender activity. All visitors must conform to rules and regulations stipulated by the agency in charge of custody. PC §2790.
- Do not allow offenders to use a telephone, mail a letter, or communicate in any manner that will permit unmonitored contact with persons not connected with the camp program. PC §4570; CCR Title 15, §3282(b), and §3401.
- Do not accept gratuities or presents from offenders or their families or friends. PC §2541; CCR Title 15, §3399.
- Do not accept from nor deliver to an offender, their associates, or their families any message, package, letter, gratuity, or gift. PC §4570.
- Do not in any way contact or communicate with families or known associates of offenders. CCR Title 15, §3401.
- No employee will threaten, strike, or lay hands on an offender unless in self-defense of him/herself or to prevent injury to persons or property. PC §2652, CCR Title 15, §3279.

- No personally-owned weapons or firearms are permitted in vehicles, buildings, or storage within camp limits at any time. PC §4574; CCR Title 15, §3284.
- Guns, explosives, or any type of weapon will not be brought within the camp limits. Persons bearing firearms will be advised of this regulation and instructed to leave the area or unload and secure the firearms in a locked compartment. The Camp Commander will be notified of the firearm being at camp. PC §4574; CCR Title 15, §3284.
- Narcotics, drugs, or alcohol will not be brought within the camp limits or to an area where offenders may be present. Prescription drugs for an employee may be brought into camp or work areas, but must be kept in the personal possession of the employee for whom they were prescribed or must be placed in a securely locked cabinet. PC §4573; CCR Title 15, §3284, and §3410.
- There will be no drinking of alcoholic beverages while on duty or in the presence of offenders. CCR Title 15, §3410.
- Under no circumstances will custody of offenders be given to an employee who shows any evidence of drinking. CCR Title 15, §3410.
- Gambling in the presence of, or with offenders, is prohibited in any form. CCR Title 15, §3400.

Only cooperating or sponsoring agencies' employees who have had proper training will directly supervise offenders PC §2706 (See [6462](#)).

- No offender will be permitted to drive a vehicle of any type on a public road except in the case of extreme emergency; for example, a crew vehicle threatened by a wildland fire which would otherwise be destroyed. CCR Title 15, §3408.
- Purchase of hobby craft from offenders must be in strict compliance with institutional hobby craft regulations. PC §2541; CCR Title 15, §3399.
- Do not engage in any type of sexual relationship with offenders.
- Offenders may not perform personal services for employees or employees of contractors except as specifically authorized by institutional and camp procedures. PC §2541; CCR Title 15, §3399.
- Any camp employee must notify the Camp Commander or Superintendent upon becoming aware that a relative or close personal friend has been committed to CDCR. CCR Title 15, §3406.
- Employees should never indicate to an offender that he/she will or can help in securing employment after release. If any conversation regarding employment with CAL FIRE occurs with an offender, the employee should notify the Camp Commander.
- Do not allow an offender to be in possession of, gain access to, or bring into camp, any contraband, or anything not indicated as approved property without expressed approval of the Camp Commander and/or Division Chief.
- All personnel will abide by CCR, Title 15, article 8; Tobacco.

## **MAINTAINING IMPARTIAL RELATIONS**

**6432.2**

(No.21 May 2016)

### **Responsibility**

#### **All**

Employees of conservation camp offenders should always exhibit fairness, maturity, firmness, and impartiality in dealing with offenders. Personal problems of the offenders should be referred to the appropriate corrections staff.

## **APPEALS/GRIEVANCES BY OFFENDERS**

**6432.3**

(No.21 May 2016)

### **Responsibility**

#### **All**

Administering the appeal/grievance procedure for offenders in conservation camps is the responsibility of both departments. Appeal/grievance procedures have been established for the purpose of providing an administrative mechanism for review of departmental policies, procedures, practices, conditions, incidents, and actions which may adversely affect an offender's welfare, status, or program.

The Camp Commander or Superintendent will be responsible for ensuring compliance with rules and regulations relating to the CDCR Offender Appeals Process. This includes appeals, grievances, or requests for reasonable accommodation.

#### **CDCR Staff**

It is the responsibility of each Camp Commander or Superintendent to ensure that the offender appeal/grievance system is explained to all offenders during their orientation at camp.

#### **All**

Every offender under the jurisdiction of CDCR has the right to appeal/grieve decisions, conditions, or policies affecting his/her welfare by submitting an offender appeal, grievance, or reasonable accommodation form.

There will be no form of reprisal against an offender for filing an appeal/grievance.

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